

TRANSFER PROTOCOL

Transfer – The process of moving a participant's FaDSS services from one Grantee to another.

The following protocol begins after the family confirms that they are going to move to another Grantee's service area. Then the family situation should be reviewed by the Specialist and the family to determine if the family will continue to receive FIP and the family's desire to remain in the FaDSS program in the new grantee's service area. **If the family desire to remain in the FaDSS program and it is likely they will continue receiving FIP the transfer process will begin.**

A FAMILY SHOULD NOT BE EXITED DUE TO A LACK OF AVAILABLE SLOTS IN THE NEW GRANTEE SERVICE AREA!

Current Grantee begins the transfer process by using the following steps:

1. Specialist has family sign Release of Information to Grantee in the new FaDSS service area.
2. Arrangements are made to transfer the necessary information for effective continuation of FaDSS services by doing the following:
 - A. FaDSS Coordinator at current Grantee contacts new Grantee's FaDSS Coordinator regarding the family.
 - B. New Grantee's FaDSS Coordinator must contact their program manager at the DCAA to inform them of the pending transfer.
 - C. Phone communication between the two Specialists involved in the transfer.
 - D. Case file information should be transferred to the new Grantee. The original file should be sent to the new Grantee. (If Grantee wants to keep information they should make photocopies of what they want, *not required*.)
 - E. A joint meeting should be arranged, if at all possible, between the family and both of the Specialists.
3. Current Specialist completes FaDSS Profile/Exit forms as would be completed for a family exiting from FaDSS. The exit date **MUST** be prior to the enrollment date at the new grantee.

New Grantee finalizes the transfer process by using the following steps:

1. New Specialist completes the FaDSS Profile/Exit form as would be completed for a new enrollment. The enrollment date **MUST** be after the exit date of transferring grantee. *The family is not considered re-enrolled unless they have been in your FaDSS program in the past.* Also, ensure that family is indeed receiving FIP.
2. New Specialist completes a Universal Referral form to inform PROMISE JOBS of the new enrollment in your FaDSS program. Identify "transfer" as the referring worker and write in the name of the Grantee that transferred the file to your program in the comment section.
3. New Specialist should communicate with PROMISE JOBS to ensure that FaDSS remains in the FIA unless exempt from PROMISE JOBS.

Other Information

- Transfers from one grantee service area to another are not exits from the state FaDSS system. They are exits from the grantee. Grantees will need to report any families that transferred out as exits on the Activity Report and Snapshot of Family Issues.
- **Communication** is important between the family and Specialist, both new and past, Coordinators of each FaDSS program, and between PROMISE JOBS and FaDSS at both locations.
- There may be circumstances in which it may be feasible for a family to retain the same Specialist with the same grantee.
 - Example:** A family moves from one service area to another but the actual distance is not significant and may warrant the current Specialist to continue to work with the family. In such a case the decision should be a local one with the new Grantee service area Coordinator making the final decision, **keeping in mind the best interest of the family.**
 - If the family is in a new PROMISE JOBS area (SDR) and the current Grantee retains the family, the Specialist will need to contact PROMISE JOBS. This is to inform PROMISE JOBS that the family is in FaDSS and the FIA needs to include FaDSS.
- There may be a time that the Grantee may have to go over capacity to serve a family that is transferring into their service area. This is in the **best interest of the family** and it is not anticipated that being over capacity would last for an undo amount of time because of the historical trend of the Grantees constant turnover of families.